

# MEETING MINUTES – SC Enterprise Information System (SCEIS)

**Date of Meeting:** Tuesday, September 11, 2007

**Time and Location:** 11:00 p.m. – 12:00 p.m. 3rd Floor CG Conference Room  
Wade Hampton Building

**Minutes Prepared By:** Liz DeVore

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## 1. Attendance at Meeting

Nat Kaminski, Chairman	Comptroller General's Office
Eddie Gunn	SC Budget and Control Board
Jim Bryant	CIO
Brenda Hart	SC Department of Mental Health
Sheila Breitweiser	SC School for the Deaf and Blind
Marcia Adams	SC Department of Motor Vehicles
Ray Stevens	Dept. of Revenue
Wendell Price	DSS
Clint Leach	Senate Finance
Lil Hayes	House Ways and Means Committee (sitting in for Ben Homeyer)
Grant Gillespie	Governor's Office

### Ex-officio Members Present:

Chuck Fallaw	Division of the State CIO
Pat O'Cain	CIO
Chris Joye	SCEIS, Project Manager
Chris Shuman	SCEIS

### Guest

Jimmy Early	SC Department of Motor Vehicles
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## 2. Meeting Agenda

1. Call to Order
2. Adoption of Agenda/Approval of Minutes
3. SCEIS Project Overview and Status
4. Integration Testing Status
5. Final Cutover Planning
6. Questions/Answers

### 3. Meeting Notes, Decisions, Issues

- a. The Agenda was adopted as presented.
- b. Chairman Kaminski noted he had a few corrections (typos only) to the minutes from the meeting held August 14, 2007. Minutes were then adopted as amended.
- c. Chuck Fallaw gave an update on the status of the Project, the six Phase 1A agencies: Comptroller General's Office, State Treasurer's Office, State Auditor's Office, Wil Lou Gray, State Library, and Department of Insurance, including the Statewide Procurement Functions and Vendor Master File.
- d. Mr. Fallaw then briefed the Committee on the Timeline for Integration Testing with a review of Cycle 1, Cycle 2 and Cycle 3. A briefing was given on Status Meeting, Defects, Priorities, scripts, and steps. A Cycle Chart was on display to display the process being used and charted by Integration Testing to have a visual of the Testing process and progress. Sheila Breitweiser reiterated the point regarding accessibility. Ms. Breitweiser reminded that it is SAP's responsibility to insure accessibility after any revisions are made.
- e. Mr. Fallaw gave an update on final cutover planning and addressed the following major concerns: (1.) Stars/SAP Interface (2) Cash by Fund Enhancement (3) Reports and IDT's. The impact of the Freeze Period was discussed.
- f. An Implementation Kick Off Meeting was held for the Agencies. System will be available and go live date will be November 5, 2007.
- g. Mr. Fallaw gave an update on Training Activities and invited everyone to attend the Training Kickoff that is scheduled for Monday, September 24 in the Vista Room at the State Museum.
- h. Meeting adjourned at 12:00 p.m.

### 4. Action Items

	Action	Assigned to	Due Date
a.	Everyone invited to Tour the Integration Testing Room and Review the Cycle Charts.		
	<b>Status</b>		
b.			
	<b>Status.</b>		
c.			
	<b>Status</b>		

### 5. Next Meeting

<b>Date:</b>	Tues, Oct. 09, 2007	<b>Time:</b>	11:00 a.m.- 12:00 p.m.	<b>Location:</b>	CG's 3 <sup>rd</sup> floor conf. room
Agenda:					